

TO: Department Head

FROM: Nyoka L. Smythe, Registrar
Indiana Law Enforcement Academy

SUBJECT: EVO Instructor Course No. 201134
October 3 - 7, 2011

Enrollment for this course will be accepted only for officers who meet the following prerequisites.

- Basic Course graduate
- A minimum of 3 years law enforcement experience
- Documentation of successful completion of an LETB-approved Instructor Development Course.

A manual check of the officer's Academy records will be done.

Officers assigned to this course will report to the Quartermaster section of the Indiana Law Enforcement Academy between 0730 and 0820 hours (Indianapolis time) on Monday, October 3, 2011. Class will begin promptly at 0830 hours. Please advise your officer not to enter the Academy before 0730 hours. Academy lodging will not be provided the night prior to the opening day of the course.

It is imperative that each officer enrolled be provided with the following material. The officer should read it thoroughly before reporting for training. Students will be required to follow the Academy dress code as outlined in the following Information Bulletin.

PLEASE NOTE: Evening meals will **NOT** be served at the Academy.

The Indiana Law Enforcement Academy Fee for attendance in this course is \$550.00 per person for residents and \$400.00 per person for commuters. Out-of-state fee for attendance is \$660.00 per person for residents and \$480.00 per person for commuters. Credit hours may be used for this fee. If you have any questions concerning your credit hours please contact our business office.

If your officer cannot attend this class he must be cancelled within five (5) working days prior to the start of the class or the department will be responsible for payment in full.

Payment of course fees (books, deposits) may be made at the time of reporting. We cannot accept payment prior to the reporting date. If payment (check/cash) cannot be made at the time the student reports, please send a copy of a Purchase Order or a signed Accounts Payable Voucher, a Claim Voucher if your town/city/county still require one, or a signed statement of commitment to pay, indicating what procedure should be followed when invoicing and to whom the invoice should be directed.

Participants will be issued pens, pencils and writing paper by the Academy. Additional supplies and Academy memorabilia are available for purchase through our Quartermaster Section. Officers should present cash in \$1.00, \$5.00, and \$10.00 denominations.

If, for any reason, an individual is unable to report to the Academy as scheduled, please notify the Academy Registrar at (317) 837-3250.

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INDIANA LAW ENFORCEMENT ACADEMY
Information Bulletin for In-service Students

Parking: All resident students are to park in the student parking lot located on the North Side of the main building of the Academy complex. Commuter students may park in either the North or South parking lots, but not in front (East) of the building. Leave your luggage, clothing and personal articles in your car until you have completed registration.

Registration: Enter the main building through the front door and go to the reception area to register then go to the Quartermaster window.

Tuition: If your course or seminar is of a tuition nature please bring cash, certified check, money order, claim voucher or personal check. Presentation of one of these methods of payment will be required when you register at Quartermaster.

Academy Security: An identification badge will be issued to you and it is to be visibly displayed at all times. (This information bulletin will serve as access authority for newly arriving students until an ID badge is issued.) You will also need to state your ID number to the monitor each time you eat in the cafeteria.

All buildings within the Academy complex are areas of controlled access. Entrance doors into the main building will be kept locked at all times except as follows: Main entrance doors will be open and monitored Monday through Friday 0700 - 2200 hours. Entry is to be through the main entrance only. In-service students may exit through either the North or South doors (adjacent to student parking lots) at the end of the training day.

In-service students have no curfew, however, after 2200 hours the ID badge must be shown to the Staff Duty Officer to gain entrance.

Any attempt to breach security by propping open doors, admitting someone to the Academy through a locked door, etc., may result in immediate dismissal from the Academy.

Dress Code: The Executive Director, through his staff, will refuse classroom/field exercise participation to any person whose dress or cleanliness reflects unfavorably upon that person's employing department, the Law Enforcement Training Board, or the staff of the Indiana Law Enforcement Academy.

Clothing worn must be clean, in good repair, and appropriate for the type of training being presented or received. Shorts, cut-offs, shirts without collars (T-shirts), and sandals are inappropriate during the normal classroom day and in the cafeteria. To avoid embarrassment we ask that you use good judgment in what you wear while at the Academy.

Firearms: No firearm of any type is to be taken into student living quarters. All students in residence will be issued a key to a gun locker for securing firearms. The gun lockers are located in the hallway just south of Quartermaster. Commuter and one-day seminar students are permitted to wear their firearm in classrooms, cafeteria and all common areas. Leaving weapons in vehicles is not recommended. (The maximum security Indiana Reception and Diagnostic Center for convicted felons, Boys' School, and Plainfield Correctional Facility are adjacent to this Academy.)

Dormitory Rooms: Students in residence are expected to maintain their assigned room in a clean and orderly condition. Dormitory rooms are subject to inspection at any time for purposes of safety, sanitation and rule violations. You may want to bring an alarm clock to assist you in arriving on time for classes and formations.

Smoking and Smokeless Tobacco: Smoking or chewing tobacco or dipping snuff is not permitted in any building on the Academy complex. Students may smoke in designated outdoor areas, but chewing and spitting are not permitted on Academy property.

Meals: (Tuition Courses) Meals served during the period of your course are included in the fee paid. You are asked to notify your course OIC if you are not going to eat so food will not be wasted.

Additional: No alcoholic beverages are permitted on Academy property except those which are used in approved, scheduled classes. Intoxication on Academy property is grounds for dismissal from training.

Gambling of any kind is forbidden.

Sexual harassment and lewd or lascivious conduct will not be tolerated.

Profane language in common areas, where it may be overheard by children and visitors will be deemed conduct unbecoming as an officer.

In-service students are asked to set a positive and professional example for student officers attending basic classes.

NOTE: For complete information on Academy rules and regulations, refer to the Student Handbook on your dormitory desk. If you are a commuter student, copies of the handbook are on file in the Learning Resources Center and at the Quartermaster window.

Indiana Law Enforcement Academy
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